

Federal Deposit Insurance Corporation
DOCUMENTATION OF NEED

SECTION I – LEASE INFORMATION

LEASING SPECIALIST NAME	TELEPHONE NUMBER () ()	FAX NUMBER () ()
GEOGRAPHIC BOUNDARIES	RECOMMENDED TERM	DATE OF OCCUPANCY
CURRENT LOCATION		
LANDLORD	LEASE EXPIRATION DATE	RELOCATION REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION II – WORKSHEET SUMMARY *(See Page 2 for worksheet detail)*

TOTAL SPACE BY DIVISION					APPROVAL		
DIVISION/OFFICE	TOTAL PRIVATE OFFICE	TOTAL OPEN SPACE	TOTAL PROGRAM-SPECIFIC SPECIAL PURPOSE	TOTAL REQUIREMENT	NAME	SIGNATURE	DATE

TOTAL SPECIAL PURPOSE:

WITH CIRCULATION FACTOR (25%):	$\frac{\text{Total Square Feet}}{0.75}$	=	_____ (A)
WITH LAYOUT FACTOR (5%):	$\frac{A}{0.95}$	=	_____ (B)
WITH LOSS FACTOR (10%):	$\frac{B}{0.90}$	=	_____ (C)

TOTAL SQUARE FEET _____

TOTAL REQUIREMENT _____

SECTION III – MARKET SURVEY SUMMARY

MARKET SURVEY SUMMARY *(Include current rental rates, vacancy rates, number of available locations)*

SECTION IV – REVIEW AND APPROVALS

NAME	TITLE	SIGNATURE	DATE

SECTION V – CALCULATION OF SQUARE FOOTAGE BY DIVISION/OFFICE

Division/Offices may include any or all of the following: DOS, DCA, DIRM, OICM, LEGAL, OIG, DRR, DOI, DOF, DOA, DRS, OES, ODEO, OLA, OO, OPD

PRIVATE OFFICE CALCULATION *(Number of employees)*

DIVISION/OFFICE	E-II AND ABOVE (300 SF)	E-I AND SUPERVISORY 15 (225 SF)	NON-SUPERVISORY 15 (150 SF)	SUPERVISORY AND NON- SUPERVISORY 14-12 (150 SF)	TOTAL

TOTAL NUMBER OF EMPLOYEES _____

TOTAL NUMBER OF OFFICES _____

PRIVATE OFFICE SUBTOTAL _____

OPEN SPACE OFFICE CALCULATION *(Number of employees)*

DIVISION/OFFICE	GRADE 9-11		GRADE 8 AND BELOW/CONTRACTORS/EXAMINERS/DETAILEES/OTHER				TOTAL
	80 SF	100 SF	36 SF	42 SF	56 SF	64 SF	

TOTAL NUMBER OF EMPLOYEES _____

TOTAL NUMBER OF WORK STATIONS _____

OPEN SPACE OFFICE SUBTOTAL _____

PROGRAM-SPECIFIC SPECIAL PURPOSE AREAS

DIVISION/OFFICE	CONFERENCE ROOM	LIBRARY	TRAINING ROOM	OTHER	TOTAL

TOTAL NUMBER OF EMPLOYEES _____

PROGRAM-SPECIFIC SPECIAL PURPOSE SUBTOTAL _____

SPECIAL PURPOSE AREAS *(If multiple rooms, list number of rooms and total square footage)*

Secure Storage _____	Fax/Printer Area _____	Reception Area _____	Copy Area(s) _____
Supply Room _____	Lunch Room _____	Telephone Switch Room(s) _____	Help Desk _____
LAN Operations _____	Mail Room _____	Video Tele-Conf. Room(s) _____	Coffee Station(s) _____
Document Processing Office _____	Health Unit _____	Fitness Center _____	Wire Closet(s) _____
Server Room(s) _____	Copy Center _____	Other (List) _____	
TOTAL SPECIAL PURPOSE _____			